

# **The Vivaldi**

# **Handbook 2.0**

# **18-G-ST-VIV-998**

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Committee (SPOC)  
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# **Introduction**

The book in front of you has been made and written with a special purpose: to have a compilation of rules of the complementary education program and the Vivaldi procedure (procedure which is used for promotion, application and evaluation of all complementary education activities in BEST) and to preserve some of the experience gathered in BEST in these areas.

## **The structure of this book**

### **Chapter 0. General rules about the Vivaldi procedure**

This chapter explains the basics of Vivaldi structure and responsibilities and roles of the parties involved, as well as all the rules that don't really fit to any other section.

### **Chapter 1. Definition of BEST events**

Here are the rules and definitions for the different types of BEST events.

### **Chapter 2. The rules of Vivaldi procedure for organising activities**

### **Chapter 3. The rules of Vivaldi procedure for sending students to events**

These two chapters contain a detailed explanation of the Vivaldi procedure, containing both the exact rules and a compilation of related recommendations.

### **Chapter 4. How to organise a BEST event**

In this chapter you can find general guidelines and recommendations for organising any kind of a BEST event. These ideas are very useful if you have never before organised a BEST event. No rules are included in this part – you have to check the other chapters for them.

## **Appendices**

Appendices bring various practical and useful examples to the topics mentioned in the other parts of the handbook.

## **Sources**

The original version of Vivaldi Handbook was based on the following documents:

- Proposal about Vivaldi concept (14-P-VS-SPR-301)
- Summer Programme Handbook (14-P-VS-SPR-000)
- SIT Handbook (14-W-EC-SIT-000)
- IBS guidelines (14-P-VS-THN-200)
- Proposal about Language Courses (15-W-PT-LCP-002)
- Proposal on the structure of SPOC (16-G-CJ-VIV-501)
- numerous proposals and documents concerning minor changes in the procedure in, made between October 1996 and October 1998

This new version of the Vivaldi handbook is an improved version of the original Vivaldi Handbook (16-P-TO-VIV-100), containing all the changes in procedure accepted from PM98 to PM99 (the most important one of these being The New Definition of Events 17-C-LS-VIV-001). Also several minor mistakes in the original text have been corrected, and minor improvements to procedure added.

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**Risto Koivunen**  
***SPOC coordinator 1999/2000***

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## **0. General rules about Vivaldi procedure**

This section handles the basic concepts of Vivaldi procedure and Complementary education program, as well as the basic responsibilities and roles of sides involved.

### **0.1 Mission statement of Complementary education program**

“Our mission is to facilitate self-development on the fields of engineering, management and cultural matters.” The official mission statement of Complementary Education, from 17<sup>th</sup> GA (Lisbon, spring 1999).

### **0.2 Vivaldi Concept**

#### **0.2.1 The concept**

The basic concept of Vivaldi is to have a common procedure that is used for promotion, application, confirmation of participation, and evaluation of all the public BEST activities – especially those of complementary education.

The year is split into 3 separate seasons: Spring, Summer and Winter. The periods for the activities of the different seasons are as follows:

Spring season	March – mid June
Summer season	Mid June – mid November
Winter season	December – early March

Exact dates and deadlines for each season will be decided at the preceding GM.

The procedure for a given season *S* is as follows:

#### ***0.2.1.1 During the previous (S-1) Season***

1. Announcing the activities: all activities of the season *S* are to be announced during the *S-1* season.
2. Promotion: activities will be presented on a season poster, leaflet and web pages, available after all the activities have been announced.
3. Application: will be done through Internet on the application engine Johnny. Application period starts immediately after all the activities have been announced.
4. Optimisation: optimisation of the ranking lists will be done for all learning events. Other activities will not be optimised.
5. Confirmation and deposit payment

#### ***0.2.1.2 During Season S***

The activities will take place according to the respective rules (Chapter 1). Evaluation period starts immediately after an activity is over.

#### ***0.2.1.3 During the Following (S+1) Season***

Evaluation of the activities will be done by participants, professors and activity organisers on Johnny. Deposits will be returned for those participants who evaluated. Deposits of people who did not attend or evaluate are taken to the next GM and given over to the original activity organisers or common account as appropriate.



## 0.3 Coordination of Vivaldi procedure

### 0.3.1 SPOC

The Vivaldi procedure is coordinated on the European level by Season Program Optimisation Committee (SPOC), that is responsible for development and coordination of the Vivaldi procedure, as well as for the development of the Complementary education program of BEST.

### 0.3.2 Season Coordinators

SPOC includes a separate Season Coordinator for each season of a year. Season coordinator is the ultimate authority for a given season, and he/she has the responsibility for taking care of the season towards the entire association. He/she makes decisions concerning the season, motivates the LBGs to organise activities, is responsible for the smooth running of the season procedure and for informing LBGs about their tasks and responsibilities.

Season coordinator is responsible for design of common materials for promotion of the season activities (including poster and leaflet).

### 0.3.3 Communication with SPOC

Easiest way of contacting SPOC is through e-mail. The address of SPOC is [vivaldi@best.eu.org](mailto:vivaldi@best.eu.org). SPOC is responsible for answering all e-mails received.

## 0.4 Responsibilities of Local BEST Groups

### 0.4.1 Following Vivaldi procedure

LBGs have the responsibility to follow the Vivaldi procedure for events they organise, as well as for enabling students from their university to apply to public BEST events (including distribution of application codes, collecting the deposits and confirming students' participation).

### 0.4.2 Keeping the deadlines

LBGs have the responsibility for keeping the deadlines set for a season by a GM.

### 0.4.3 Promotion

LBGs have the responsibility of effectively promoting the Vivaldi seasons, using the available materials. They also have the responsibility to produce the PR material for their events that are included into the Vivaldi procedure, such as leaflets and web pages. LBGs have to follow the rules regarding season posters given in section 0.7.

### 0.4.4 Local Vivaldi responsables

Every LBG is required to have a person responsible for ensuring that the LBG follows the Vivaldi procedure and related regulations. The identity of the responsible should be known to SPOC all the time.

### 0.4.5 Communication between LBGs and SPOC

LBGs have the right and responsibility to communicate with the season coordinators and SPOC concerning any matters or problems regarding the Vivaldi procedure, activity organising or complementary education as such.

## 0.5 Application codes

### 0.5.1 Use of codes for applying

Applications for BEST events are done on Internet, through Johnny (the application robot). For applying student needs a specific code. These codes are personal and they can be used for an unlimited number of seasons. Single student is only allowed to own a single application code.

### 0.5.2 Distribution of codes

Distribution of the codes is the responsibility of LBGs, no international body (board, SPOC and IT committee included) can do this on their behalf. If a person forgets his/her code, he/she should contact his/her own LBG to recover it.

### 0.5.3 Codes and fees

Follow the rules accepted in GA2000 regarding fees for application rights (18-G-ST-VIV-104).

## 0.6 GreenApple procedure

Rules for GreenApple procedure are described in the GreenApple Handbook (18-G-ST-VIV-996).

## 0.7 Season Posters

### 0.7.1 Design of season posters

Interested LBGs can bring a draft of a poster design to a GM (PM for the Winter and Spring poster, GA for the Summer) where the design should be decided on. If no drafts are brought the respective season coordinator will be responsible for the design.

The respective season coordinator will be responsible for arranging final design, printing and delivering on time at low expenses. An effort should be made to find a suitable place for printing in order to minimize the cost.

The size of a season poster should be between A2 and A1. The number of colors and paper quality should be taken in consideration in order to lower the cost within reasonable limits in regard to the quality of the final product.

### 0.7.2 Prepayment of posters

LBGs will pay for the seasonal posters for the whole year in advance during the GA. The amount per poster will be set as the average cost of poster in the previous year (LBGs need to specify the number of posters ordered before the GA). The money will be collected by SPOC and saved in the common account. The treasurer of BEST will deliver the money to the LBG responsible to cover the expenses for printing and delivery of seasonal posters on the request of the season coordinator.

If some money won't be spent in the previous year it will be transferred to the following year posters budget. In case the money collected at the GA was not sufficient to cover all the expenses the difference has to be paid by the LBGs at the next GA. If there was money left it will be reduced from the poster expenses for the following year.

# **1. Definition of BEST events**

This chapter includes the official definitions of public BEST events that are promoted under Vivaldi procedure.

## **1.1 General Rules about BEST events**

### **1.1.1 Following Vivaldi procedure**

All BEST events should follow the general organisational rules of Vivaldi procedure (Chapter 2.). All BEST events will have applications accepted only through Johnny.

### **1.1.2 Lodging**

Lodging (proper sleeping facilities and easy access to a shower or sauna) must be provided at no extra cost by the organizers for the whole duration of the event.

### **1.1.3 Food**

For the whole duration of the event (including the weekends), breakfast, lunch and dinner must be provided at no extra cost. At least one meal a day should be served cooked and hot (sandwiches are not considered a proper cooked meal).

### **1.1.4 Transportation**

Transportation both to lectures and to all activities related to the contents of the event, must be provided at no extra cost.

### **1.1.5 Social activities**

There has to be an organised program for the duration of the whole event. All the arranged activities should be provided at no extra cost.

### **1.1.6 Teaching**

Teaching and material costs must be covered by the organizing LBG. Furthermore the organizers must provide the participants with appropriate written material related to the content of the course.

### **1.1.7 Applications**

An application consists of: application form with general personal information of participant, a motivation letter, list of studies appropriate for the event and an essay demonstrating the applicants knowledge in the field of course. Applications have to follow the Vivaldi procedure and be entered through Johnny.

### **1.1.8 Structure of participants**

Only the following students can apply for BEST events:

- students of technology from universities with a LBG
- active members of observer groups
- students from universities belonging to partner organizations (if stated in the partnership contract)

Only official applications can be taken into consideration when selecting the participants. The organizing LBG has the right to invite other students, as long as the number of places reserved for students applying through Vivaldi procedure fills the requirements given.

### **1.1.9 Information**

The organizing LBG must send to all accepted students necessary information about the course and a survival guide (see chapter 2 for details). This information about the event should also be available through the home page of the LBG.

## **1.2 Learning events**

Learning events are divided into the following categories

- Technological courses
- Career related skill courses
- Language courses

### **1.2.1 General criteria of learning events**

The criteria in this section applies to all learning events.

#### ***1.2.1.1 General issues***

- The course is aimed to provide new knowledge or skills for participants
- The course is taught by professional people
- Organisers have to provide a certificate of participation at the end of the course
- The course has to follow Vivaldi procedure

#### ***1.2.1.2 Length of event***

The minimum length for a learning event is 7 days, including the arrival and departure days.

#### ***1.2.1.3 Course fee***

The maximum allowed fee is either 4 Euros per day (including the arrival and departure days) or 50 Euros in total, whichever of these two is lower for a particular course.

The amount of the fee has to be told to the students in every document concerning the event in general. Organisers have to inform the participants at the beginning of the course when they will collect the fee.

Students coming from LBGs not belonging to EEA countries are exempted from the fees for learning events.

#### ***1.2.1.4 Number of working hours***

Learning event has to have an average of at least 3 working hours per day (the arrival and departure dates are taken into account when calculating the average).

Working hours consist of lectures, factory and company visits, case studies, laboratory work, group work, training etc.

#### ***1.2.1.5 Examination***

There must be some kind of examination at the end of the course. The participants who passed the examination must be given a valid certificate.

#### ***1.2.1.6 Number of participants***

All courses must accept at least 20 students from other universities with Local BEST Groups, who have applied through the Vivaldi procedure.

## **1.2.2 Technological Course - TC**

### **1.2.2.1 Definition**

Technological course is an event aimed for increasing and widening the professional knowledge in a certain field of technology, especially concerning modern technical applications of technology and the latest research achievements.

### **1.2.2.2 Recommendations**

If possible the course should also include excursions and/or laboratory sessions in order to understand better the practical applications.

### **1.2.2.3 Level and topic**

The level and the topic of the course will be chosen by the organising LBG. The topic should be clearly in the field of technology and engineering.

If it is unclear whether a certain event should be defined as a technological course or a career related skill course, it should be defined as a career related skill course.

## **1.2.3 Career related skill courses - CRSCs**

### **1.2.3.1 Definition**

Career related skill course is an event about non-technological subjects in order to develop personal skills in topics linked with working methods, communication techniques, marketing, economics, project and organisation management and other such soft skills, stressing practical work.

### **1.2.3.2 Level and topic**

The level and the topic of the course will be chosen by the organising LBG. The topic should be in the field of professional interest of an engineering student.

## **1.2.4 Language Course - LC**

### **1.2.4.1 Definition**

Language course is an event aimed for increasing the participant's knowledge of a given language. The LC will be in the mother tongue of the LBG organizing the course.

### **1.2.4.2 Special requirements:**

- The essay in the application should be written in the appropriate language, to demonstrate the level of applicants knowledge, if required by the organizers.
- There must be at least one qualified teacher leading the lectures.
- The students should be divided into groups of reasonable number for teaching and practice, in order to improve the contact between teacher and student.

#### **1.2.4.3 Level and topic**

The level and the topic of the course will be chosen and clearly expressed by the organising LBG when announcing the event. It is recommended but not required that participants already have a basic knowledge of the language.

### **1.3 Events on education**

#### **1.3.1 Definition**

Events on education are events where the students discuss and gather and/or distribute knowledge on specific themes of concern for engineering students in the field of education. This category includes events such as IBS and IBS+.

#### **1.3.2. Specific requirements**

- All events must admit at least 20 students.
- There is no fee for taking part in these events.
- The length of the event, the number of working hours and the contents will be defined for each individual event by EduCo and organizers in cooperation.

### **1.4 Leisure events**

#### **1.4.1 Definition**

These are events that cannot be included in the other categories and emphasise elements of fun and new experiences. These events may include but are not limited to:

- Outdoor activities
- Sailing and Skiing meetings
- All kinds of sporting events
- Cultural events and carnival parties

#### **1.4.2. Specific requirements**

- All events have to be safe for the participants.
- There is no minimum duration or minimum number of participants.
- It is required to have an organised program for the duration of the whole event.

#### **1.4.3. Fees for Leisure events**

If the organisers of a leisure event want to have a fee for their event, they will have to present a budget to the season coordinator to get an approval for the amount of fee requested. The budget needs to be presented well in time before the event announcement deadline.

### **1.5 Collaboration with other programs**

A BEST event at any organising university may be part of an already existing program as long as the rules of the BEST are also fulfilled.

## **2. The Rules of Vivaldi Procedure for LBG Organising an Activity**

This chapter contains the rules of Vivaldi procedure that LBG organising a BEST event has to follow and all related recommendations.

### **2.1. Responsibilities**

#### **2.1.1 Responsibility of the LBGs**

The organising LBG is responsible for the whole activity. An activity responsible has to be chosen and announced (together with the e-mail address) when announcing the activity on Johnny. This person has the responsibility to communicate with the season co-ordinator and on request keep the co-ordinator informed about all matters concerning the activity.

#### **2.1.2 Responsibility of the season co-ordinator**

The season co-ordinator will follow the evolution of the organisation of all the activities during his/her season. In case of doubts for a certain activity or not respecting the rules stated in Vivaldi Handbook, the co-ordinator will contact the LBG in question and together with SPOC try to motivate the LBG or help the organisers with advice.

#### **2.1.3 Responsibilities of the participants**

The participants are responsible for paying the course fee (in case there is one) to the organisers at the beginning of the course and taking an active part in the course and activities organised.

If a participant doesn't actively take part in the event, according to the organisers' opinion, he/she can be denied to get the deposit back.

### **2.2 Announcement of the activities**

Organising LBG, that wants to organise an activity, must announce all required information about the activity on Johnny within the season deadline. The information on Johnny must include the title, dates, amount of the fee and short description of the activity as well as the responsible person's name and email address. By this deadline also the promotional page and leaflet must be prepared by the LBG on Web and the respective URLs entered to Johnny.

Check 2.9.1 for more details!

### **2.3 Accepting the participants**

Every organising LBG should enter the ranking list for their activity to Johnny within the respective deadline. Number of applicants ranked to the waiting list should be at least as high as the number of available places on the activity is, to assure a sufficient number of participants after the optimisation.

After the optimisation organising LBG can correct the optimised list of the participants (see the section 2.9.4 Optimisation and 2.9.5 Entering final lists) and re-enter the new final list (if needed) for their activity to Johnny within the respective deadline.

Optimised activities (learning events) have the ranking and confirmation deadline set by the season! Non optimised activities (leisure events and events on education) can have the same deadlines (if you choose »The deadline for application is the one of the season (and changes if the coordinator changes it)« when announcing the activity on Johnny) or the ranking deadline is 7 days and confirmation deadline 14 days after the application deadline (if you choose »Application on the Web, no optimisation. The deadline for application is fixed to: «) on Johnny!

## 2.4 Extra acceptance

The organising LBG is allowed to extra-accept participants to its activity up to the beginning of the activity. Extra acceptance is done through Johnny (see 2.9.8 Extra acceptance for details).

*Notice: because Johnny is not yet fully compliant with this, only the season coordinator can extra-accept participants if there is less than a week remaining to the beginning of the activity. Please contact him/her if you need this to be done.*

## 2.5 Information for the participants

Organising LBG must send to all accepted students from the final list the detailed information about their activity (survival guide with survival kit).

See 2.9.7 Communication with participants and appendix A for more details.

Information must be sent either through email or normal mail, but the organising LBG must send it early enough so that the participants receive it at least three weeks before the activity begins (for summer events it is recommendable to send it even earlier!).

## 2.6 Presentation of BEST

Organising LBG must organise a short presentation of BEST during the activity. You can download it from Johnny.

## 2.7 Entering attendance data and evaluations

Organising LBG must enter the attendance list of the participating students on Johnny before the end of the activity.

Every organising LBG has to enter the organisers' evaluation to Johnny after the activity is finished and take care that the professors enter their evaluations to Johnny as well (in case of organising a learning event).

## 2.8 Official Certificate

Every participant who attends an activity and fulfills the activity requirements, must receive the Official BEST Certificate. You can download it from Johnny.

Both the teacher (in the case of learning event) and a member of the organising LBG should sign the certificate. On the back of the certificate there should be a printed description of the activity. See also 2.9.11.



## 2.9 Recommendations

### 2.9.1 Announcement of the activities

When announcing the activity you can choose among the following possibilities:

- »normal application and optimisation, according to the season« (this is in the case of learning events)
- »promotion only (i.e. no application on the Web, no optimisation, etc)«
- »application on the Web, no optimisation. The deadline for application is the one of the season (and changes if the coordinator changes it)« (this is in the case of Leisure events and Events on education)
- »application on the Web, no optimisation. The deadline for application is fixed to:« (this is for events that because of the special reasons don't fit to the season structure; you have to specify your own application deadline)

See appendix G ("Johnny - User's manual") for details on how to enter the information to Johnny. Be sure that you provided all information. The opposite could mean a smaller number of applications to your activity.

If you organise a learning event, choose a title that points out that this is in fact a real academic course. Due to a badly chosen title you might have substantially fewer applicants.

When the LBG provides the name and email address of the activity responsible, this address will be included into the mailing list of all activity and season responsible in all LBGs. This mailing list will also include people who are interested in Vivaldi matters. It should enable communication between different LBGs and SPOC concerning Vivaldi matters (e.g. how the things are organised somewhere else, solving the problems that occur, etc.) The address of the list: [vivaldi-int@best.eu.org](mailto:vivaldi-int@best.eu.org). Based on the information that the LBGs provide to Johnny about their activities, the info poster and leaflet will be prepared by the season co-ordinator. Also the information provided by the LBGs will be visible and promoted to all students on the public pages (<http://www.BEST.eu.org/vivaldi>), so the LBGs should take care of providing all requested information and have it totally accurate.

When you will prepare the promotion page and leaflet for your activity (the URLs of which must be entered to Johnny), take care of the following:

- provide totally accurate information
- make them as informative as possible
- make sure that the URLs that you enter are correct
- if you prepare the leaflet in Word, make sure that there are no viruses in the file, make it as small as possible or zip it if it is too big (for easier downloading)

The links to your pages will be published on the public pages at [www.BEST.eu.org](http://www.BEST.eu.org) for each activity. If you want to change any details regarding your event on Johnny (like URL of your home page), please do that before the application deadline!

Make sure that all provided information is correct and there in time (before the announcement deadline).

### 2.9.2 Ranking

After the application DL is over, read all the applications for your activity from Johnny. Pay attention that you read the application form with basic data as well as the motivation letter for each of your applicants.

For selecting participants, see the guidelines in section 4.4.2.

### **2.9.3 Entering ranking lists**

Ranking lists consist of a list of accepted students for your activity and a waiting list of at least as many students as there are on the accepted list. See Appendix G ("Johnny - User's manual") for details on how to enter the ranking list to Johnny.

Every time some LBGs enters their ranking lists to Johnny, the optimisation procedure is run on all provided data. The ranking lists can be corrected and re-entered for as many times as an LBG wants until the actual ranking deadline.

### **2.9.4 Optimisation**

Optimisation will be run on the data for all learning activities with the application deadline set by the season.

The optimisation ensures that as many students as possible get accepted to as high a choice of theirs as possible. The main reason for this procedure is to prevent cases that someone would be accepted to three choices and someone else to no choice at all. More details on optimisation are available in the Appendix H.

The practical outcome of the procedure is that there are students removed from some acceptance lists (if they were accepted to some other activity that they ranked higher than the activity in question) and the students from the waiting lists are automatically entered to fill in the vacant places in respective order. This is why the ordering and the length of the waiting list is important.

The outcomes of the optimisation are so-called optimised lists that are published on Johnny's seasonal page after the optimisation procedure is through.

### **2.9.5 Entering final lists**

Now the organisers have a degree of liberty left, in case the optimisation spoiled their plans too much (for example, if the 50%-50% gender distribution is totally spoiled). It is not recommended that you do many changes on your final list, keep this as the last possible resource and rather change your ranking list before the ranking deadline.

By default the final lists are the optimised lists that are published after the optimisation procedure. If the organisers are satisfied with the outcome, they don't have to do anything, as the optimised lists will turn into final lists at the final lists deadline.

If the organisers decided to make some changes after all to change the structure of the participants, then they are allowed to exchange the people, who came up to the accepted list from the waiting list, with some other people from the waiting list.

The organisers are not allowed to "unaccept" people who were on their original accepted list (in the phase of ranking lists) nor they can add new people to the final list anymore (that is the people, who were not on the original ranking list).

Notice that in case of an optimised event, a person who was added to your ranking list from the waiting list might have been also originally accepted to another event that he/she ranked lower than your event. In this case he/she was removed from the list for that other event and added to your list. It is not very fair to remove such cases from your list (as they in practice were accepted to 2 events but would end up in none).

### **2.9.6 Confirmation and deposit payment**

After the publication of the final lists the students are requested to confirm the attendance to the activity they applied to. At a certain deadline there are the lists of students who confirmed and paid the deposits to their LBGs available on Johnny.

### **2.9.7 Communication with participants**

#### **2.9.7.1 Establishing a mailing list of the participants**

A good idea is to start communicating with the participants of your activity after the final lists are published.

Create a mailing list of all the students who confirmed the participation (you can find the email addresses of your participants on Johnny) and send them an email saying hello. Invite them to introduce themselves and make them feel free to ask anything about your event.

If some students did not specify their email addresses on Johnny, you can always send them a postcard with the same message that you sent to the others in an email. When sending these postcards, ask them to reply to you by giving you their email address or an email address of some friend, adding also that the communication between the organisers and the participants would in the future go mainly via email.

#### **2.9.7.2 Sending the Official Invitations**

Send an official invitation (by snail mail or fax) to all the participants that need it (for obtaining a visa or for whatever other reason) as soon as possible.

Check the Appendix B for an example of the Official Invitation.

#### **2.9.7.3 Information about your activity**

Details on what should be included are in the appendix A (Information for the participants)

Some recommendations:

- Put the whole information package on Web as soon as possible (and not only one month before the activity begins - the students have to arrange their travels, buy tickets etc). You can also send a snail mail package including all information.
- It is a good idea to have a constant survival guide on the Web.
- Send the reminder about the info on the Web to the students through the email. Do not send big files though! (If you want, just send a plain text version of the text that you included in the information package and tell them that they can find the rest on Web - of course don't forget to mention where they can find it.)

Ask the students for a feedback, keep in touch with them, ask them when and how they are coming to your place and make them reply to it (ask again if you don't get any reply, ask their LBGs about it).

### **2.9.8 Extra acceptance**

After the students have (un)confirmed their participation, organising LBG can complete the participants list by extra accepting some more people. Actually the extra-acceptance procedure applies in two cases:

- if the LBG decides that they could do with one more participant at the activity
- if someone has cancelled the participation and the LBG would want to take someone else instead

The LBG should accept a student from the waiting list. Only in case if there is no waiting list or the LBG wants to accept a student from a university that has few accepted students, it is allowed to extra accept students that applied to the activity but were originally not included to the ranking list.

LBGs are allowed to extra accept participants up to the beginning of the activity. It is strongly recommended to do so as soon as possible, in order to give the students enough time to arrange their plans.

When a student is extra accepted, an automatic email is sent to his/hers LBG telling them that the student should confirm the participation. The student has to do so up to two weeks after he/she was extra accepted (or until the beginning of the activity).

#### **2.9.9 Entering attendance data**

When the participants arrive to your activity, you should enter a list of the people who showed up to Johnny (see Appendix G "Johnny's User Manual" on details how to do this). This will enable the students to enter their evaluation of your activity afterwards and to get their deposit back.

Do not forget that you have to do this at the latest when your activity ends. Please note, that you can enter the attendance list only once and it can't be changed later!

#### **2.9.10 Presentation of BEST**

When making the schedule for the activity, don't forget to include some time (30 minutes or so) for a short presentation of what BEST is. If you don't exactly know what you should say to the participants, there is a presentation prepared for you, which you can download from Johnny's seasonal page.

#### **2.9.11 Official certificate**

If you are organising a learning activity, your participants should get an official certificate at the end of the activity, signed by both an organiser and the professor, who was giving lectures.

The certificate should be downloaded from Johnny's seasonal page and printed on a nice paper (it's a good idea to use a good quality paper, thicker than usual, maybe also coloured). On the back side of the paper you should print a short description of the activity, because it could be very useful for the students' future CV and students in some European countries might also get credits for it.

#### **2.9.12 Student evaluations**

The participants of your activity have to enter the evaluation of the activity after it ends. They can do that on Johnny as soon as you confirm their attendance at the activity, simply by logging in with their 10-digit code at

<http://www.BEST.eu.org/vivaldi>

and following the instructions there.

In order to ensure that the evaluation takes place as soon as possible, it is a good idea to plan some time in the computer room with Internet access on the last day of the activity, so that they can make their evaluations on the spot. If this is not possible, then you should remind them about the evaluation and ask them to fill the form at home as soon as they can.

The results of the students' evaluation for your activity are then displayed on Johnny, so that you can see them and use them for improvement on the next activity you decide to organise. It is a good idea to write an improvement report that you can use when organising the next event.

#### **2.9.13 Other evaluations**

After the activity is over you will also be requested to enter your own, organisers' evaluation to Johnny. See appendix G (Johnny's User Manual) on details how to do it.

## **3. The Rules of Vivaldi Procedure for LBG Sending Students to Events**

This chapter contains the rules of Vivaldi procedure for LBGs sending students to BEST events, as well as related recommendations.

### **3.1 Promoting the BEST Seasons**

LBGs should use all the promotion materials provided for the season (event leaflets, season leaflets and posters)!

For the promotion you will have at your disposal:

- Season leaflet, containing a list of all the events and a short presentation of BEST and the season concept. It will be linked from your group's season page on Johnny. Download, print, copy and distribute it to your students!
- Season poster, composed of two parts. The big frame poster (A1 size) that is printed by one group and mailed to the whole BEST community. The small info poster, containing the list of all events, will be downloadable from your group's season page on Johnny. Print the info poster and stick it on the frame posters.
- Event's leaflets, available on organising group's respective Internet web site, linked from Johnny. Each group can print and copy the leaflets for their local students.

### **3.2 Application procedure**

Only the following students can apply for BEST events:

- students of technology from universities with a LBG
- active members of observer groups
- students from universities belonging to partner organizations (if stated in the partnership contract)

Only official applications can be taken into consideration when selecting the participants. The organizing LBG has the right to invite other students, as long as the number of places reserved for students applying through Vivaldi procedure fills the requirements given.

All applications are entered through Johnny for all seasons. Applications done in any other way won't be accepted (except for promotion-only events).

Each student needs a code in order to enter his/her personal application area at:

<http://www.BEST.eu.org/vivaldi>

Codes are distributed by LBGs to their local students and are valid for an indefinite period, thus each student is allowed to get only one code in his/her life. Tell the student to keep his/her code in a safe place!

There is a limitation of the number of unused codes that a LBG can have. This number is set at 200. To avoid any problems LBGs should keep track of the students that they give the codes to. LBGs can find a list of all codes that have been used on Johnny (listed alphabetically according to code holders name).

LBGs can download sets of 100 codes from the main index of Johnny. You can see how to connect to Johnny at appendix G (Johnny User Manual).

### 3.2.1 Number of applications

Each code allows the student to apply for 3 (three) events per season regardless of the event type. Promotion-only events, whose application procedure doesn't rely on Johnny don't count. The higher choice (number 1) will be considered as more important during the optimisation.

### 3.2.2 Entering the English level and BEST involvement

Every LBG has to enter on Johnny the BEST involvement and English level of their applicants.

## 3.3 Acceptance

A student can be accepted to a maximum of one optimized event and, in the same time, to any number of leisure events per season. Acceptance to a promotion-only event does not exclude the acceptance to other events.

Examples:

1. John Smith applied to one technological and two leisure events. He can be accepted to all of them
2. Patty Smith applied to two technological, one leisure and two promotion-only events. She can be accepted to one technological, to the leisure and to both promotion-only events as maximum.

Final lists are the result of an automatic optimisation procedure, see Appendix H for further details. Final lists of accepted people to all events will be available on the season DL on Johnny. LBGs must contact accepted students and inform them about their status and the following procedure (see 3.4 Confirmation). Every student can access his/her personal application area on Johnny to check the acceptance status. In case a student hasn't been accepted to an event he/she can still be extra accepted until one week before the beginning of the event. (see 3.6).

## 3.4 Confirmation

Every accepted student has to confirm his/her participation to the event/events he/she has been accepted. The LBG is responsible for letting the students know when the confirmation deadline is.

1. For **learning**, **educational** and **leisure** events the confirmation corresponds to the payment of the deposit to the local BEST group within the confirmation DL. When the deposit is paid the student should receive a copy of the Never Alone Guide (you can download it from Johnny and print; please write student's code in the NAG cover page or you can just ask the students to read it from their personal application page). The payment must be confirmed on Johnny by the LBG. After the event the student has to collect the deposit within a given date, specified in the season calendar, provided that he/she fulfils the necessary requirements (see 3.2.1.7).
2. Since **promotion-only** events don't use Johnny to collect their applications, neither the acceptance list nor the confirmation will be done through our application robot.

Upon receiving the deposit, the LBG has to give a receipt to the student stating the amount of the deposit and the conditions of getting it back.

Before confirming the student the LBG first has to check the student status of the applicant (checking the student identity cards, certificates etc).

### 3.5 Deposit

A deposit has to be paid when the student confirms his/her participation to an activity through his/her own LBG. Deposit payment has to be confirmed on Johnny.

The amount of the deposit is: 70 Euros for groups belonging to EEA countries and the equivalent of 15 Big Macs for groups not belonging to EEA countries (see 3.8).

LBGs from the same country have to agree on the amount of the deposit.

The deposit will be given back once the student has participated to the activity and entered the evaluation form through his/her personal area on Johnny. Please make sure that the student is actually allowed to get the deposit back. Students that didn't take part in the event once they confirmed cannot get the deposit back and students that didn't evaluate should get back only half of it. The list of people that can get the deposit back can be found on Johnny.

If for any reason the LBG organising an event did not follow the rules of the BEST Season Program published in the "BEST Vivaldi Handbook" students have the right to get the deposit back.

If the student is not allowed to get the deposit back (status "**did not participate**" on Johnny), the money has to be given to the organising group at the next GM (PM for Spring and Summer, GA for Winter).

If the student does not evaluate (status "**has to evaluate**" on Johnny) half of the deposit must be sent to the BEST common account; the rest is returned to the person. This bank account is administered by the Treasurer of the BEST board.

LBGs must replace the money of the deposits in the following cases:

- They forgot to ask for it.
- They gave it back without being sure, and having proofs of the effective participation of the student to the event.

### 3.6 Extra acceptance

Every organising LBG can still accept students after the final list is published. This is called *extra acceptance* and follows the same rules of the "normal" acceptance.

The extra accepted student to an event has two weeks to confirm and pay the deposit. If he/she is accepted when less than two weeks are left before the beginning of the event, then the confirmation DL is the day before the beginning of the event.

When a student from your LBG is extra accepted an email will be sent automatically to your LBG's address. The message will inform your group that you should check on Johnny who was extra accepted and then contact him/her.

*Notice: Johnny is not yet fully compliant with these rules. If you want to confirm an extra-accepted participant when there is less than a week to the beginning of the activity starting, you need to contact the season coordinator. Also, you need to take care of the two week limit yourself and mark the extra-accepted person as "won't come" if he/she doesn't confirm in time (Johnny won't do that automatically).*

### 3.7 Deadlines

Every LBG should respect seasonal deadlines (event promotion, application, confirmation and evaluation periods) accepted at GMs. A DL means that if the date is passed NO new material has the right to be taken into consideration.

## 3.8 EEA and Non-EEA countries

Only participants coming from LBGs belonging to EEA countries (EEA: European Economic Area, consists of EU (European Union) and EFTA (European Free Trade Area)) have to pay fee for the learning events. Participants from all other LBGs are exempted from the fee for the learning events.

Deposit is 70 Euros for participants from LBGs within EEA, for the others it is the equivalent of the local price for 15 Big Macs.

EEA countries are all EU countries and Norway, Switzerland, Liechtenstein and Iceland. EU countries are (in year 2000) the following: Germany, France, Great-Britain, Ireland, Spain, Portugal, Italy, Greece, Austria, Belgium, Netherlands, Luxembourg, Denmark, Sweden and Finland.

## 3.9 Recommendations

### 3.9.1 Promoting the season

- Put the BEST season posters at visible places at the university, dormitories and other places where students are hanging out. If you have time make your own poster containing additional information (deposit, deadlines, where and when to find you, etc.)
- Write an article describing the BEST season and its possibilities in the student and school newspaper, go to your local radio station for presentation, send an email to students informing them about the activities, etc.
- Put a stand at the canteen or somewhere else some days where you actively present the BEST season
- You can have office hours where people can come and ask questions
- Remember to give some contact persons and phone numbers that people can contact.
- Make sure you always have an extra copy of the activity leaflet, so people who want to know more about an event can get it.
- Inform your students that they can apply for 3 courses.

### 3.9.2 Say: "Go Abroad"

How can you tell people about this great opportunity? Just tell them what it is!!

- Meeting at least 20 other students of technology from Europe with initiative.
- Having fun at the social activities.
- Making friends all over Europe.
- Getting teaching, food and social activities for free or up to 4 Euros per day.
- Working with a topic of their own interest.
- Learn more about different topics
- Getting inspiration for their future studies.
- Seeing another country from the inside through students who live there.
- Improving their English.
- Meeting new cultures in an open-minded way.

### 3.9.3 Application time!

An application must contain:

- Personal information filled out properly
- A motivation letter: why are you applying treating social and learning aspects.
- A list of relevant diplomas and courses and their grades (if possible).



Give the opportunity to students with no Internet access to apply to BEST events by providing alternative ways (e.g. have a printed application form that the student can fill and then make the application for him on Johnny).

### 3.9.4 Entering the English level and BEST involvement

You can do this operation on a daily basis or all at once, as you prefer. Anyway please do it soon after the application DL or even during that so that your outgoing applications are properly filled. Don't forget that the language of all BEST events is English, so make sure that your students will be able to understand what they will be taught! It's good both for them and event's organisers!

### 3.9.5 The optimisation

To enable BEST to make everybody get their highest priority and having no free spaces at the courses Johnny runs an optimisation every time a new ranking list is entered by an event's organiser. Once both ranking and adjustment DLs are over final lists are ready and the lists of the students that have been officially accepted are available on Johnny. No result should be made known to the students before the DL has passed. For more details about the optimisation please read Appendix H.

### 3.9.6 Accepted applicants

After the final lists DL, every season on Johnny you will find two lists

- Accepted participants
- Applicants on the waiting list

**Accepted** people will attend the event after paying the deposit. They should be informed of their acceptance by their LBG. People from the **waiting list** will participate in an event in case the organising LBG has unoccupied places (inform them that they might be contacted later, even if chances are quite low). Anyway people not listed can still be accepted as well as those in the waiting list, with extremely low chances.

Now you have to inform people about the results as soon as possible. Feel free to use any mean you wish: posters, phone calls, web page,...

### 3.9.7 Collecting the deposit

All the applicants who were accepted to an event and want to go must pay the deposit. It is your responsibility to collect it. Set a DL for the applicants to have time for confirmation.

**WARNING!:** Make sure that people understand that it is a deposit and not a fee and that they will have to take it back after the event (there is a DL).

### 3.9.8 Giving the deposits back

People who have participated in an event have to enter an evaluation of the activity on their personal area on Johnny before they can get the money back.

Because of lack of Internet facilities at the organising LBG, your students might have to enter the evaluation once they are back home. Consider organising an "evaluation day" or helping them to fill in the evaluation in time.

It is your responsibility to check on Johnny whether the student can actually get it back.

## **4. How to Organise a BEST Event**

In this chapter you can find general guidelines, recommendations and ideas for organising any kind of a BEST event. No rules are included in this part – you have to check the other chapters for them

### **4.1 Getting Started**

#### **4.1.1 Human resources**

You must be sure you have enough members to make the event possible. To carry out a BEST event, you will probably need at least 5 persons. If you are too few, the organizers will be too overloaded with work.

**WARNING! Organising an event is really hard work: BE SURE you have enough energy and time if you are less than 5 people!**

#### **4.1.2 Responsible for the event**

It is important to choose a responsible for each event you organize. His/her name must be sent to the Season Coordinator and entered on Johnny by the announcement deadline. Also possible fee should be announced at this time.

#### **4.1.3 Subject and teachers and/or contacts**

For the events you organize, decide if you want a department to take care of the course or if you want to arrange it yourself. Arranging yourself means inviting different teachers or instructors, depending on the type of the event.

*Interested teachers are very important*, often more important than the topic. The teacher will be the coordinator and will sign the certificates.

The topic of the course is either decided by the teacher(s), you, or it can be influenced by companies sponsoring your course.

Make sure that the teachers/instructors are aware of the aim of the course; the participants should learn AND socialise with each other.

You should discuss with the teacher all the problems which can appear during the event, concerning the participants, the course (e.g.: if the course has any special requirements or the students are tired sometimes), it helps a lot if the teacher knows this.

#### **4.1.4 First budget**

Try to make an estimation of the costs for the event. The major expenses are the costs for food, lodging, transport, social activities etc. The estimation gives you an overview of the money you need. You have to start thinking about how to raise the money: your University, the local authorities, foundations and major companies in your area are possible sponsors. Remember that most companies make their budget now. A good idea is to check with the other LBGs in your country or "similar" countries to get the idea of how much things cost.

An example of a budget is made in **Appendix E**.

### 4.1.5 Lodging

It is time to start thinking about how to lodge the participants (for requirements see the rules concerning lodging in Chapter 1.). Here are some different ways:

- Students residences
- Youth hostels
- Hotels
- Student homes
- Camping

In this way, you can have an idea of the expenses in the area. It's better if the participants are staying close to each other and not too far from the place where the activity takes place. Sometimes you also have to book the lodging very early.

### 4.1.6 Time Planning of your work

Making a timetable will help you a lot, so do it early, i.e. NOW! Here is an example of time planning, depending on the season. Don't forget that you have some exams and holidays... **Take care of the deadlines !**

Task	Summer Season	Winter Season	Spring Season
Getting started	October-December	March-April	September-October
Announcing the event	See the deadlines	See the deadlines	See the deadlines
Shaping the event	January-March	May-August	October-December
Applications	See the deadlines	See the deadlines	See the deadlines
Who is actually coming	See the deadlines	See the deadlines	See the deadlines
Final tuning	2 weeks before	2 weeks before	2 weeks before
Reports and evaluation	ASAP - See the deadlines	ASAP - See the deadlines	ASAP - See the deadlines

### 4.1.7 GreenApple Procedure

Don't forget that you can improve the quality of your event by following the GreenApple procedure – check out the GreenApple Handbook for details!

## 4.2. Announcing the event

**WARNING! At this point it must be clear what and when you are going to do and you should have a strategy!**

### 4.2.1 Introducing the data on the web

You must decide the title of the event, together with the teacher(s)/instructor. It should be informative, serious, interesting.

You have to introduce on the web the title of the event, the dates, a summary, the responsible name and e-mail address, possible fee, minimum requirements if needed and the leaflet. The leaflet should contain correct information about the event. These data can be modified up to the application deadline.

**WARNING! Keep the deadlines!**

#### **4.2.2 Informing your local society**

It may be very useful to inform your Rector, the Mayor, the international office at your University and other relevant people. You will probably need their help later, so this initial information will make it a lot easier to persuade them.

#### **4.2.3. Technical details about announcement**

Please, check the Chapter 2 and Appendixes for Johnny user manual for the actual rules and recommendations about the announcement part of Vivaldi procedure.

### **4.3 Shaping the event**

#### **4.3.1 Dividing the tasks**

The work must be divided. The event responsible should delegate tasks to the LBG members. He/she must check if the entire process is running well.

Important tasks include:

- Sponsors
- Lodging
- Transportation
- Food
- Lectures
- Social activities
- Public Relations

#### **4.3.2 Lodging and transportation**

You should consider the availability of transportation from the lodging to the activities place and back. Usually there is a lot of transportation needed going to visits etc. Find out the cheapest and most practical way: public transportation, renting a bus/bicycles/cars, etc.

It is also better if the participants stay close to each other. When choosing you should list the pros and cons for each of these possibilities.

#### **4.3.3 Activity time**

All the events have minimum requirements for lectures (see the rules in Chapter 1). Make the schedule in co-operation with the teacher(s). It's much better if she/he knows that for example you would like to start later some day because of a planned late-night activity the day before. The teacher will for sure appreciate awake students more than students present early in the morning but sleeping at the lecture. An balanced mixture of lectures, group work and visits is preferable. Group work can be the most motivating and active part in the learning process. Try to arrange some study visits related to the topic of the course (an institute, a company, etc).

##### **4.3.3.1 Social activities**

It is important to organise different kinds of activities. In this way, as many people as possible get something they like. Try to make activities that gather the group and make people break the initial barriers. In Appendix C you can find some examples. You also should include some free time in your schedule.

##### **4.3.4 Budget**

It is better if you make 2 budgets: a relatively pessimistic one concerning the costs and a reasonable one. For sure, the final one will be between the two or below. It's

always nicer to have too much money than the other way around. For a general example, see Appendix E .

You should also have some kind of “emergency plan”, in case everything goes wrong...

#### 4.3.5 How to raise money

You should start by making a list of possible sponsors (a very long one). Then do a ranking of them, so you can start from the right one. Possible sponsors are:

- Companies related to the event topic
- Large Companies with many engineers employed
- Foundations
- Your university
- The Ministry of Education and Research (or Youth and Sports)
- The local commune (the mayor etc.)

You can find some material on the BEST private area for sponsoring, including a BEST presentation. Contact companies by calling them and writing letters, but before mailing it is always a good idea to have contact persons at the companies to mail it to. This enables you to address the right person and to follow up on your sponsor proposal. If it is the first time you phone a company, a good idea could be to start with some not so important sponsors, just to practice yourself. You can offer the companies many different things, some examples are:

- Company visits
- Presentations or lectures held by a company
- Their logo on a T-shirt
- Advertisement in the material of the event (leaflets, songbooks, magazine etc.)
- Minerva project
- Promotion towards European students who are internationally minded and have initiative

The company doesn't have to give you money, it might be whatever you need e.g. food, beer, telephones.

#### 4.3.6 Lack of money - emergency plans

If you are not yet sure you will get enough money, it is the time to figure out alternatives. You should of course still try to get new sponsors. One area where you can save a lot of money is on lodging. The participants can for example sleep for free at other students homes. As a last resort you can take a fee, but this should only be done as a last resort!!

If you lack money, then cut down on expenses. But remember that not arranging an event is better than arranging a very poor one.

## 4.4 Applications

Depending on the type of event that you are planning, the procedure for ranking and accepting are different. However the promotion procedure and deadlines are the same for all types of events that BEST stands, during the same season.

You will find the applications from each student on Johnny by a fixed deadline (see rules on deadlines).

It is recommended to read all applications and Motivation Letters.

#### 4.4.1 Ranking

For technical details concerning the ranking procedure, see the rules and recommendations in Chapter 2.

When selecting participants for a BEST event, each LBG is recommended to consider the following guidelines:

**Personal guidelines:** These are guidelines concerning the judgement of the individual applicants on their personal qualifications.

**1.Academic requirements** indicated by the organising LBG as needed to attend the event.

**2.Motivation and interest** in the activity, shown by the applicant in the Motivation Letter.

**3.English level of the applicant,** in order to allow him/her to understand lectures and communicate with the other participant.

**4.Extracurricular activities**

These guidelines are ranked in order of decreasing importance.

**Group guidelines:** These guidelines concern the formation of a balanced group of participants out of the list of qualified applicants.

- **LBG of origin:** BEST events are international; therefore there is the need of maintaining a balance of origin, having within the participants representatives of many LBGs and cultures.
- **Gender** of the applicant: a well composed group keeps balance between male and female students.
- **BEST involvement:** BEST events are a good occasion to spread knowledge about BEST among European students. Yet it is fair that BEST active members have priority on other applicants having similar qualifications, with the limit that they are not more than 20% of the total participants.

These guidelines are not ranked, and they should not be. They should be considered exclusively as tools for optimising the group obtained on the basis of the personal guidelines.

Each LBG will be free to evaluate any other kind of parameter they think is relevant to their particular case. They should rank at least twice as many applicants as places on the event, to guarantee a sufficient number of participants. You also have to establish an ordered waiting list of applicants. It should be as long as the ranking list.

**WARNING! You should not forget to insert your ranking list and your waiting list on the web before the deadline !**

Please bear in mind that it is possible to adjust your ranking until the deadline is reached. This means you can check if one of the students you ranked has been ranked by another LBG as well. If the student chose the other course as a more favourable alternative, she/he will disappear from your ranking list and go to the other LBGs. Then your LBG can adjust the ranking to make less "surprises" show up after the optimisation. The ranking should be an interaction between the LBGs that "want" a student to their course. Discuss with the other LBGs!

#### **4.4.1.1 Overbooking**

There is always the problem that people don't show up to their activity even though they have confirmed. To avoid empty spaces, due to participants who have paid their deposit but don't show up, you can choose to put more people on your activity than

scheduled. The danger is just that everybody might show up; in that case you have to be sure to have extra rooms.

#### **4.4.2 After the ranking**

##### **4.4.2.1 Optimisation**

At most one day after the deadline for inserting the ranking lists, you will be able to view the optimised list for your event on Johnny.  
See the rules and recommendations in Chapter 2.

##### **4.4.2.2 Final list**

You can find the final list on the web after the correction deadline.  
See the rules and recommendations in Chapter 2.

##### **4.4.2.3 Confirmation and extra-acceptance**

If the students from the main list don't confirm by the deadline, you should start the procedure of extra-acceptance. You will contact the applicants in the waiting list. Try to follow the order of the waiting list. It is possible to extra-accept students until the event begins.

See the rules and recommendations in Chapter 2.

## **4.5 Who is actually coming**

### **4.5.1 Official Invitation**

You should send an Official Invitation for each accepted applicant who needs it. In some countries, they will need it in order to get the visa. The invitation should also state that lodging, food and teaching is taken care of/paid for. This invitation is sent to the accepted applicants, after he/she has paid the deposit. An example of the invitation is included in Appendix B.

**WARNING! The invitation must be both in your language and English.**

In your language because it is less reason for the clerks at the embassy to believe it's fake. In English is needed to show at the customs on the way to where the event will take place. See also 2.9.7.2.

### **4.5.2 Sending information to the participants**

The participants should receive the survival guide at least 3 (three) weeks before the event (see rules). Remember also to ask the participants about food requirements, medical problems etc., to avoid problems later. An example is included as Appendix A. See also 2.9.7.3.

### **4.5.3 Getting in touch with participants**

If you want to, you can create a mailing list with all the participants and the organisers. This is a way for participants to get to know each other a little before the event. It gives them the chance to make arrangements to travel together, to express some ideas for the event, etc. See also 2.9.7.1.

### **4.5.4 Official contacts**

It adds something special and it is an excellent way of promotion to get the Mayor and/or the Rector to open the event. This should be arranged by now.

#### **4.5.5 Public Relations**

Take contact with the press: newspapers, student magazines, radio, television etc. to arrange interviews to promote your event. It will help you a lot later if future sponsors have heard of BEST or you can present press covering of your event. It is rarely enough to send a letter or a fax to a magazine or a paper if you want them to write an article about your event, so pick up the phone or go there personally. You should know that journalists are very busy people and they need to be reminded quite often.

### **4.6 Final Tuning (2 weeks before the event)**

There are always some last things that need to be done (hopefully this book has helped you to reduce them) and some things are best handled just before the event.

#### **4.6.1 Counting money again**

This is your last chance to change the budget. Try to make it as detailed and clear as possible. In this way, you can easily check if you are using more or less than planned during the event. Remember that fees are not to be collected unless it is absolutely necessary.

#### **4.6.2 Checking up on the responsables**

Make sure all the responsables did what they were expected to. Is somebody going on holiday? Make a timetable of the organisers of the event, who does what and who is there. A good idea is for all the organisers to have at least a couple of days off, to sleep and get the pulse below 100.

#### **4.6.3 Checking**

This is the moment to check that everything will be ready for the event. Something can be wrong with the transportation, the lodging, the classrooms or with some activities. You may also find some better opportunities e.g. for social activities (free parties etc.).

#### **4.6.4 Last minute refusals**

At this point, you should be sure how many participants will come. If you don't have enough participants, it's about time to find some more. The best way is to phone the applicants next on your list, it's fast and you get a response immediately.

#### **4.6.5 Info Kit**

There is a lot of information you should give the participants when they arrive, it can be gathered in the Info Kit as a small booklet. Things to include:

- History of your town and country
- City map
- Introduction of the organisers
- Description of the teaching, made by the teacher
- Activities during the event
- Museums and attractions to see in the spare time
- Time schedule: lectures with room numbers, social activities etc. (see Appendix D for an example)
- Glossary of elementary phrases in your language
- Information about your university
- Emergency phone numbers: hospitals, police, BEST members/office



#### 4.6.6 Miscellaneous

Ask sponsors for pens, paper block etc. -use your imagination! Make T-shirts for the event.

It's always nice to sing and learn some good new jokes but the lyrics are forgotten and the point too, so a song and joke book is a great way to build up a good atmosphere at an evening gathering. Make one if you like and it's time to make it now. You can also think about a daily paper or a guest book

Maybe it is good to have a suggestion box or a complaint book, so the participants can express their opinion. This may avoid conflicts in the group. It will also be useful for organising future events.

You could ask the participants to bring their music instrument: guitar, flute, trumpet or piano...

#### 4.6.7 Murphy's law

Everything that can go wrong will do so. You should have a list of back up activities ready when it rains or when a social activity or lecture is cancelled.

Have some first aid equipment for scratches and other accidents. Keep emergency phone numbers near your hand.

#### 4.6.8 Inter-knowing in the BEST group

You, the organisers are going to look at each other non-stop, so it is very important that you get comfortable with each other, before the event starts. It is also important to discuss what you are going to do if crises occur and to agree on some rules e.g. :

- Speak only English when there are participants around.
- Organisers never scold each other when the participants are present, problems are discussed internally.
- What should you do in case of theft, an accident, vandalism, fire, collective bullying, drugs or somebody getting too drunk?

The important thing is the process (talking about it in the group) and to find out how the others will react and of course agree on some common ways of dealing with these things.

Make a party and...

### 4.7 They are arriving

You should have a secretariat with an answering machine and/or somebody to answer the phone some days before and of course during the arrival day.

#### 4.7.1 Picking them up

If you have not made a very detailed description of how to get to the meeting place, then you should pick them from the airport, train/bus station.

#### 4.7.2 Check-in

When the participants arrive you should:

- Give them : The info Kit, their name badges, maps, T-shirts, small dictionary, a big smile, welcome kiss etc.
- Check their insurance
- Make them check the information you have on them (Address, e-mail, Name, Age, Passport number etc.)

- Get their parents address and phone, so you have somebody to contact if serious problems occur.
- Ask if they have other questions (and try to answer)

#### **4.7.3 Welcome party**

Making the participants get acquainted and break the first barriers is very important. Help it start the right way: games, jokes, a bit of alcohol, joined experiences and FUN.

## **4.8 The event itself**

#### **4.8.1 BEST presentation**

The organising LBG is responsible for a presentation of BEST during the event. We suggest that you do it during the opening session. There is a presentation on archive to download and use as something to start from. See also 2.9.10.

#### **4.8.2 Address list**

Before the participants leave they should have a list with names, addresses, birthdays and e-mails of the other participants and the organisers. A ready Address List of all the participants is available on Johnny.

Remember to give the list to the participants in good time otherwise they will start to make one on their own.

#### **4.8.3 Daily organisation**

Here is a checklist over the most fundamental things to do:

- Make sure everybody is up on time
- Breakfast
- Make sure the people get to the lectures
- Lunch
- Activities
- Dinner
- Activities

Keep in mind that it takes time to go between different locations, so don't plan too strict. If you are not familiar with the city, it can take even longer. A guide might be a good idea.

Someone should follow the activities, so that the participants are never on their own. They should be able to contact an organiser 24 hours a day. Keep a timetable for this.

#### **4.8.4 Follow up on the budget**

It is very important not to have a big minus after the event, because YOU are going to pay for it. Follow up on the expenses every day so you know if you are spending too much.

#### **4.8.5 How much can you make the participants do ?**

The participants don't need to have everything served. They can help you with some tasks. Here are some examples you can discuss:

- Doing the dishes
- Setting the table and removing the plates afterwards
- Cooking the food one day or some days
- Cleaning their own room when leaving
- Helping to clean up at the end of the event

The work can make participants feel more responsible and can make the groups get closer, when they have a task to do together, but it is not an amusing job.

#### **4.8.6 Public Relations**

The course has started, so this gives you a chance to contact the media people again, to tell them that now is the time to make interviews with the participants.

#### **4.8.7 Brochure / magazine**

If you are planning to do an "after event magazine", it is a good idea to write some articles during the event and also ask some of the participants to take part in the work. You can also use these articles for the student newspaper or the like.

#### **4.8.8 Attendance list**

Don't forget to enter the participants list to Johnny before the course has ended. Otherwise, the participants won't be able to make the evaluations and get their deposits back. See the rules and recommendations in Chapter 2.

## **4.9 They are leaving...**

#### **4.9.1 Doing the examination**

You must have an examination at the end of an learning event. It can be done in different manners:

- Written exam: Answering different questions in a limited time span.
- Multiple choice exam in a limited time span.
- Written report
- Project work
- Oral examination: The teachers asking questions
- Oral presentation: In groups or as single persons going through what they have done.

You should think about the pros and cons of each way and maybe try to influence the teacher if he makes the exam. If you make the examination, it's up to you. You should make sure that the participants are informed of what they are supposed to know.

#### **4.9.2 Evaluation questionnaires**

The participants, the organisers and the teachers have to fill in an evaluation form on the web (See Chapter 2). You should provide easy access to computer rooms. Ask these people to fill the forms early: they shouldn't wait for the deadline.

Try to use the evaluation in a positive way, this feedback can be very useful for your LBG. See also 2.9.12.

#### **4.9.3 Certificates**

Each participant who attends the event(s) and fulfilled the event requirements must receive the BEST certificate, which is available on Johnny for downloading.

The received certificate should be signed by both the event responsible and the teachers. See the rules and recommendations in Chapter 2.

## 4.10 After the event

### 4.10.1 Sending people away

Check that the participants have not forgot anything in their rooms before they leave (they often forget something). Make sure everyone gets on the right train, plane or bus. Be prepared that some people will stay a couple of days longer, due to different circumstances. Many people go on holiday afterwards, try to help them to have a nice stay in your country.

### 4.10.2 Cleaning

It is a dirty job, but somebody has to do it. Remember that even if you make the participants clean up their own room, you usually have to do it again, because... If you leave the places you have used clean and in order, it is a lot easier to rent/borrow them next time.

### 4.10.3 Financial report

Take very good care of the bills that you have collected: they are the only proof that you have not stolen the money. A good idea is to have a photocopy somewhere. Now is the time where the benefits of good planning come up. If you have planned everything properly, you will have used all the money and almost done the accounts during the event.

### 4.10.4 Activity report

Before writing the activity report, you should discuss in your LBG the result of the evaluation of the participants, teachers and organisers of the event. This report also includes the description of the event.

It should be sent to your sponsors, to the university administration and all the people involved in the event.

### 4.10.5 Brochure/magazine

If you want to/have the energy to make a brochure dealing with the event, then it's a great idea. You can use it for:

- Promotion to sponsors for the next event
- Reward for the sponsors, professors etc. of your event
- Publicity towards students
- Presentation towards the administration

**Many events have made such a brochure, use them when you make yours, because they are very nice.**

## **Appendix A: Information for the participants**

After the Application time is over and you have selected the participants, you must send them a Survival Guide, containing at least:

- general information about the city/ country;
- the best way to get into your city;
- detailed information about the activity
- what the participants should bring with them
- homework if required
- information about arrival (how to come to the place of the activity, if the organisers will pick them up or not, and if not, the meeting place and time)
- type and address of the accommodation
- all important addresses, phone numbers, emails

Do not forget to send also an Official Invitation to the participants; in some countries, the participants might need it in order to get the visa. ( See Appendix B: Official Invitation )

It's better to tell the participants to inform you, before they arrive, if they are allergic or vegetarian.

Recommended dimensions: A5 (4-8 pages ) .

### **The FRONT PAGE should contain:**

- BEST logo
- Title of the course and exact dates of starting and finishing
- Picture(s): about University or the subject of the course (optional)

### **Next pages:**

#### **GENERAL INFORMATION about:**

- BEST
- University
- Course, containing a schedule of the course and social activities (see app. D and C)
- Accommodation, food
- Country and town
- Exchange rates
- Price examples of significant goods(like beer, cab, food, telephone calls and coins to use)
- Small dictionary
- Important telephone numbers (police, hospital, fire...)
- The weather at that time of the year

**HOW TO GET THERE:**

information about arrival (how to come to the place of the activity, if the organisers will pick them up or not, and if not, the meeting place and time) Explain what to do when they arrive by plane, train or bus:

Tell them where the meeting point is and explain how to get to the BEST-office or to the place where the activity will take place, if you are not going to pick them up.

Exact data of arrival and departure should be included .

You can also add if there is the possibility to arrive earlier or leave later than the scheduled time (free of charge).

**What to do if they get lost:**

- Include the addresses and telephone numbers of the BEST-office and the organisers available at the time of arrival
- Write a message in the country's language so the participants can get help from citizens

Other things which should be included:

- Include a map of the city/centre. Mark the important places (meeting points, university, the stations etc.) that could be useful
- The average Taxi prices from the Airport, Railway Station or Bus Station to the BEST-office or the meeting point

**WHAT TO BRING:**

- Insurance (if they will need one)
- passport and visa if needed
- student card
- sleeping bag
- towels
- pullover and raincoat according to the country
- sport equipment according to the activities planned
- camera
- sunglasses and suntan lotion
- calculator, pen, paper

## **Appendix B: Official Invitation**

The Official Invitation must contain:

- the organising Local BEST Group stamp;
- the passport number of the participant;
- the president' signature in original ( **NOT** a Xerox copy );
- the LBG's header and footer.

Since the invitation will be read by the representatives of your country in different Embassies or border points, please write the invitation **both in English and in your language** (on the same page).

### **Official Invitation**

Through this paper we certify that the student **Marie Stuart**, passport number **112345678**, from the Technical University of Tokyo is invited during the period 12-23 of August 1999 to attend the Summer Course "*Ways of getting the visa quickly*" organised at the University of Los Angeles by BEST (Board of European Students of Technology), Local Group Los Angeles with the address: Pacific Ocean Boulevard number 3.14, phone/fax 388589, e-mail LosAngeles@best.eu.org.

Free accommodation, food and social activities will be provided by the organisers.

Los Angeles

The organising committee

10th of April 1999

Johnny John

## **Appendix C: Example of Social Activities**

We gathered here some of the social activities that were very popular in the past BEST events. Get inspired from our history, but feel free to invent as many social activities as you like.

### **GET TO KNOW PARTY**

#### **MAKE SURE THAT THE INTERCULTURAL EXCHANGE GOES SMOOTHLY**

Traditional or national party (including national meals and drinks)

Folklore of the hosting country

Folklore, the culture and some short history of all the participants countries

Common night with an other nearly SC

#### **GO OUT, RELAX, AND SHOW THE BEAUTIES OF YOUR COUNTRY**

Sightseeing

Excursions

Hiking in the nearby mountains

Camping

Barbecue

Sea side

Canoe trip

#### **SHOW THEM YOUR CITY**

Free time

Orienteering - City Rally

Pub and city tour

Shopping

Wine or beer tasting

#### **USE THE CULTURAL HERITAGE OF YOUR COUNTRY**

Visit the museums of your city

Night of Arts (theatres, opera...)

#### **THE FUN PART**

Games, Song contest

Parties

Disco

Surprise night organised by the participants

Carnival

Social late night with palinka, vodka or something similar.

Toga party (near a pool)

Sauna party

#### **DO SOME SPORTS**

Night Football

Night Basketball

Biking tour

Sauna, swimming

Farewell party



## **Appendix D: Example of a timetable for a TC**

When you make the timetable for your activity, beside the course schedule and the data that you have from the hostel and from the canteen, you have the possibility to inspire from the Appendix C: Social Activities. Here is an exemplary timetable for a two-week long event.

*Sunday:* Arrival, lodging

*Monday:*

09.00 Breakfast  
10.00 Opening ceremony  
11.00 Classes  
13.00 Lunch  
14.00 Classes  
16.00 City Tour  
20.00 Dinner  
21.30 Get to know party

*Tuesday:*

08.00 Breakfast  
09.00 Classes  
13.00 Lunch  
14.00 Study Visit  
18.00 Dinner  
19.00 BEST Presentation

*Wednesday:*

08.00 Breakfast  
09.00 Classes  
13.00 Lunch  
14.00 Lab Session  
16.00 Free Time, shopping  
20.00 National night

*Thursday:*

08.00 Breakfast  
09.00 Classes  
13.00 Lunch  
14.00 Classes  
16.00 Free Time  
18.00 Dinner  
20.00 Party

*Friday:*

08.00 Leaving for Cultural Visit  
12.00 Lunch  
13.00 Study Visit  
19.00 Dinner  
21.00 Coming back

*Saturday:*

09.00 Breakfast  
10.00 Study Visit  
12.00 Travel to the Lake  
13.00 Lunch  
14.00 Games + Free Time  
20.00 Dinner  
21.00 Pub's Tour (We stay there for the night)

*Sunday:*

08.00 Free Program  
13.00 Swimming  
14.00 Lunch  
15.00 Visit the Castle  
18.00 Barbecue  
22.30 Back home

*Monday:*

08.00 Breakfast  
09.00 Classes  
13.00 Lunch  
14.00 Lab Session  
16.00 Free Time  
19.00 Diner  
20.00 Nightly Pub Tour

*Tuesday:*

08.00 Breakfast  
09.00 Conference  
13.00 Lunch  
14.00 Working in Groups  
16.00 Tourist Visit  
20.00 Folklore Night with Dinner

*Wednesday:*

08.00 Breakfast  
09.00 Classes  
13.00 Lunch  
14.00 Working in Groups  
20.00 Dinner  
21.00 Disco

*Thursday:*

08.00 Breakfast  
09.00 Classes  
12.00 Lunch  
13.00 Working in Groups  
17.00 Free Time  
20.00 Dinner

*Friday:*

09.00 Breakfast

10.00 TEST

12.00 Lunch

13.00 Shopping

19.00 Farewell Party

*Saturday:*

Departure

## **Appendix E: Example of a budget**

It is hard to make the budget including numbers from the beginning. First, it can be a good help to see which items you should consider in the budget. When you're in the hunt for in-kind donations, this budget will allow you to know on what you should concentrate.

Make the outputs in two versions: a really cheap one and a really expensive one. You should expect that the reality will be something in the middle, and then you can try to minimise it.

When you make the outputs, use the timetable (See Appendix D), take the things that you will need from it.

### **OUTPUTS**

#### **PROMOTION**

- Printings, Brochures
- Promotion poster
- Information
- Mail
- Phone, fax
- T-shirts
- BEST Magazine

#### **ACCOMMODATION**

- Hostel costs
- Meal at the University canteen
- Breakfast, lunch, dinner
- Transportation

#### **STUDY COSTS**

- Professors expenses refund
- Lecture prematerial
- Practical trainings
- Equipment

#### **SOCIAL PROGRAMMES**

- The rent for the place to party
- Drinks at the parties
- Sport activities

#### **EXPENSES IN THE CITY**

- Dinners in restaurants
- City tickets
- Entrance tickets (museums, theaters)
- Visits

#### **THE WEEKEND**

- Bus for the weekend
- Accommodation for the weekend

- Food for the weekend

TOTAL

INPUTS

- University
- Foundations
- Companies
- Ministries/Government
- Sponsors
- Local town hall

TOTAL

## **Appendix F: List of acronyms**

ASAP	As Soon As Possible
BEST	Board of European Students of Technology
CRSC	Career Related Skill Course
DL	Deadline
e.g.	For example
Etc.	Et cetera (and so on)
EURO	European currency unit
IBS	International BEST Symposium
i.e.	That is
GA	General Assembly
GM	General Meeting (GA or PM)
Johnny	The application/optimisation robot
LBG	Local BEST Group
LC	Language Course
ML	Motivation Letter
NAG	Never Alone Guide
PM	Presidents Meeting
SPOC	Season Program Optimising Committee
TC	Technological Course
WS	Workshop

## Appendix G: Johnny User Manual

### INTRODUCTION

In the Vivaldi system each year is composed of 3 seasons: Spring, Summer and Winter. For each season exists a separate Johnny page, where you can find all data related to that season and all activities there. The structure of the seasonal page is the same for all seasons.

You can access Johnny from the private area of BEST. For this you need to know the Johnny password of your LBG.

To see all subfields under a field (e.g. Applications, Ranking, Final Lists...) click on 'show' to enroll the subfields.

### STRUCTURE

#### Columns:

Enter/Modify <yellow> entering new data of student/activity	View data <blue> passive viewing of data	Other documents <green> documents connected to season (downloadable)
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#### Rows:

the seasonal steps in the time order

#### Descriptions of Individual Fields:

#### ACTIVITIES INFORMATION

##### - ENTER/MODIFY

- **New Activity** - entering new BEST event your LBG is going to organise. You can only announce activities up to the application deadline. You cannot delete an activity once you have submitted it here.
- **'Your event' information** - modifying data about your BEST event. You can modify the information up to the application deadline.

##### - VIEW

##### All activities

- **View all events** organised by all LBGs in this season, either in public format (as anyone can see it on BEST.eu.org/vivaldi pages), or internal (with all given information visible).

##### - OTHER

- **Season's Files** – link to a section of BEST archive containing:
  1. *Season info poster* file for download with list of all activities, to be attached to the main poster, in Word (RTF) format and postscript (.ps) format.
  2. *Season's leaflet* - file for download with Leaflet (small brochure to give to student with list of events and a brief descriptions of application procedure and BEST), in Word (RTF) format and postscript (.ps) format. Possibly zipped.
- **Activities' leaflets** - list of leaflets for all events that have a one announced.

## APPLICATIONS

### - ENTER/MODIFY

- **Code** - Each applying student needs to have his own code to apply for BEST event. Your LBG can get set of codes for its students at this link. Remember, once student had a code he/she can use it for all other seasons i.e. for ever. Don't give new code to the same student each season !
- **Code management**- here you can find a list of all used codes from the LBG, together with a list of the persons they were issued to and all the seasons they have been used in.
- **AFs from 'your LBG'** - list of all students applying from your university to any event in the season. You are like administrator here. You can see/edit their personal information, see/edit/delete Motivation letters, change priority of their applications, and the most important: add English level and BEST involvement

### - VIEW

- **AFs for 'your event'** - list of all applications for your event. You can see the applicants personal data and MLs from here. You can also download all of their data and MLs as a single file if you want (only possible after the application deadline has passed).
- **AFs from/for all LBGs/activities** - list of all applicants for all events in the season. Just choose LBG or activity you want to view. You cannot see any MLs but you can see the personal information of the applicants..

### - OTHER

- **Web application for students** - link to <http://www.BEST.eu.org/vivaldi>.

## RANKING LISTS

### - ENTER/MODIFY

- **'Your event' ranking list** - here you enter ranking of applicants for your event, consisting of the Accepted group and Waiting group. You can modify these lists up to the Ranking deadline. In case of non-optimised events ranking lists count as final lists..

### - VIEW

- **'Your event' ranking list** - here you can see ranking list that you have entered.
- **Ranked students from 'your LBG'** - here you can see positions for your students (from your university) applying to other BEST event. These are not yet final results.
- **Ranking lists for all activities/LBGs** - all ranking lists for all events in the season and for all LBGs. Just choose LBG or activity that you want to view.

## OPTIMIZED LISTS AND OPTIMIZED ACTIVITIES

### - ENTER/MODIFY

- Empty, you cannot enter any information.

### - VIEW

- **'Your event' optimised list** - List of applicants to your event after the optimisation procedure has been run by Johnny. This field lists the revised group



of Accepted students, reduced list of waiting students and list of removed students (who were accepted to some other event that they ranked higher than yours).

- **Unofficially accepted students (optimised list) from 'your LBG'** - List of applicants from your university after optimisation (Accepted and Waiting group). These results are still not final.
- **Optimised lists for all optimised activities/all LBGs** - all optimised lists for all events in the season and for all LBGs. Just choose LBG or activity that you want to view.

- OTHER

- **Legend about the optimisation** - explanation for the abbreviations used in tables.

## FINAL LISTS

- ENTER/MODIFY

- **Adjust the final lists of 'your event'** - here you can make changes to the optimised list that Johnny gave you. You can remove applicants who came to the accepted list from the waiting list and replace them with other applicants from the final list. After the adjustment DL this list becomes final.

- VIEW

- **'Your event' final list** - Final and official list of Accepted students to your event, and the waiting list for your event as well (if you are going to extra-accept more participants it is recommended to choose them from this list).
- **Officially accepted students (final list) from 'your LBG'** - Final and official list of accepted and waiting students from your university that applied to some BEST event in this season. Inform them of their acceptance.
- **Final lists for all activities/all LBGs** - all official final lists for all events in the season and for all LBGs Just choose LBG or activity that you want to view.

## CONFIRMATION/EXTRA ACCEPTANCE

- ENTER/MODIFY

- **Accept extra to 'your event'** - here you can accept extra participant for your event. Just enter his/her code. You can only extra-accept people who have applied for your event.
- **Confirm participants from 'your LBG'** - here you can confirm students who were accepted from your university to BEST events if they have paid the deposit. You can also announce if they are unable to come. You just click - yes, he/she can or cannot go to BEST event where he/she was accepted. This is final and cannot be edited afterwards.

- VIEW

- **'Your event' participants' list** - List of accepted applicants who have confirmed that they are going to come to your event, accepted students and extra accepted who still haven't give the answer, and students who cannot come (or who are too late to be confirmed anymore).
- **Participants' list from 'your LBG'** – similar to the list of participants for your event, except that here are the students from your university accepted to some BEST event and their status.
- **Participants' lists for all activities/LBGs** - all official final lists for all events in the season and for all LBGs. Just choose LBG or activity that you want to view.

- OTHER

- **The Never-alone Guide** – link to a file for LBGs to download and (optionally) print. You are supposed to give it to students who have confirmed their participation. Available in Word (.doc) and postscript (.ps) format.

**DURING AND AFTER THE ACTIVITIES: ATTENDANCE, EVALUATION, DEPOSIT**

- ENTER/MODIFY

- **Confirm Attendance to 'your event'** - here you announce which of the confirmed participants really attended your event. Choose 'Attended' if they really participated, 'Did not attend but OK' if the person couldn't come because of some serious reason and informed you in time (in this case he/she will get the deposit back), or 'Did not attend' if the person didn't arrive or arrived but didn't properly participate in the academic part of the course. Notice: this list can only be entered once and cannot be modified later. You can only enter this list once your activity has started.
- **Enter new evaluation for 'your event':** organisers, professor - place for entering their evaluation for the event.

- VIEW

- **Attendance to 'your event'** - view the attendance of participants at your event
- **Deposit return from 'your LBG'** - read the status of students from your university who were accepted to some BEST event. According to this you will know if you can give them deposit back or not.
- **Attendance/deposit return to/from all activities/LBGs** - all official attendance lists for all events in the season and for all LBGs. Just choose LBG or activity that you want to view.
- **Evaluations for 'your event' students, organisers, professors** - view particular filled evaluation forms of students participating on your event, organisers or professors
- **Student evaluation statistics for all activities** - view statistics of selected event i.e. graphs representing percentage of particular answer and averages, or view graphs for global statistics of all evaluations of all events (nice to compare LBGs or events). By clicking on graph column you can see statistics of selected LBG.

- OTHER

- **Make the BEST presentation** – link to the BEST Powerpoint presentation file in the BEST archive.
- **Attendance certificate** – link to a file in archive for organizers to download and print the official BEST certificate for participants. It's a zipped package of Word (.doc) and postscript versions.

## **Appendix H: Optimisation and Johnny**

When BEST started organising events back in 1991, there was a lack of students for the places that were offered to them in the summer courses (the first events that everyone was doing), therefore each of the students was allowed to apply for 3 different summer courses and rank their preferences. Then slowly, the number of students who were applying started to increase and soon a serious problem showed up: how to prevent a case where one student would have been accepted to two or three choices and another one to none? The solution to this problem was the so-called optimisation, which was processed in the first two years live, by a group of people, but in 1993 the first computer optimisation systems were created by Frederic Ranno. In 1996 Ovidiu Sandor decided to develop the system and so in summer 1996 the first WWW optimisation ran. Later on he developed with Cristian Bogdan the current version - a program named Johnny, that is also taking care of applications and other parts of Vivaldi procedure. Later on Johnny was converted into a multi-seasonal system. Some small improvements have been introduced later on, not dealing with the optimisation procedure.

What exactly is optimisation? To answer that question we shall have to take a closer look to a problem, known in computer science as the "stable marriages problem".

Suppose you have a set of  $n$  men and a set of  $n$  women. All the men have a preference scale for all the women that orders them from 1 to  $n$  without gaps or ties. The women have the same ranking system for the men.

What you want to do is to find a perfect matching of marriages between men and women, such that all marriages are stable. A marriage is unstable, if there is a pair of two people who are not married to each other, but who like each other more than they like their respective spouses, otherwise a marriage is stable.

It is always mathematically possible to find such a matching of stable marriages, i.e. there always exists an algorithm that matches as many men as possible to as high a choice of theirs as possible and vice versa for women.

Does that already sound familiar? Change men for students who apply to events and change women for the events and you get the algorithm that matches as many students as possible to as highly ranked event as possible. And that's precisely what our optimisation is all about.

So it's really very simple:

- the students rank the events when they apply from 1 to 3
- the LBGs rank the applying students when selecting them for the event
- Johnny runs the stable-marriages-algorithm for the LBGs ranking lists
- and voila, the optimised lists, where as many students as possible get as good a choice as possible, are ready.

Due to the unique matching of students and organising LBGs this completely solves the problem that we mentioned in the beginning (of some student being accepted to more than 1 event and some other to none of the events).

For a practical example consider the following situation: *LBG Stockholm has an event, and they enter on Johnny a lists of accepted and waiting students (20 persons on both lists), after this Johnny runs optimisation.*

*Assume that out of those persons 17 were not accepted to any other optimised events and 3 were accepted to one other event. Out of those three persons Pedro had ranked the Stockholm event first, so he ends up there, but Ana and Yannis had the Stockholm event ranked second – therefore they are removed from the Stockholm optimised list and the two first persons from the waiting list added instead (except if these two persons had been accepted also to some other event that they ranked higher than Stockholm event – in this case the next persons from the waiting list would be added).*

*If LBG Stockholm would have put on accepted list only persons who had ranked Stockholm as their first choice, the optimisation wouldn't have made any changes to the list.*

The current Johnny actually allows re-entering ranking lists of events up to the ranking deadline and every time some LBG enters a ranking list, the stable-marriages-algorithm is run over the new data. Which means that the actual optimisation procedure runs continuously all the time up to the ranking deadline.

For a more mathematical description of the stable marriage algorithm, visit your university library and take a look at some book about algorithms (for example Sedgewick R, Algorithms in C, Addison-Wesley 1990, pages. 499-504).

## **Appendix I: List of Seasonal Deadlines**

Deadlines of the Vivaldi procedure to be kept by all LBGs are:

**Activity announcement deadline**

LBGs have to enter the information of their activity on Johnny before this DL, the seasonal leaflet will be ready for promotion on the following day.

**Application deadline**

Students can apply up to this deadline.

**Ranking deadline**

Organising LBGs enter their ranking lists on Johnny before this DL.

**Adjustement deadline**

Organising LBGs can change their participant lists up to this date – after this they become final.

**Deposit payment deadline**

Students must confirm their participation and pay the deposit by this deadline.

**Evaluation deadline**

After the activities participants have to fill the evaluation form on Johnny by this deadline to get back their full deposit.

Deadlines are set for each season by a General Meeting:

- for Summer Season by PM
- for Winter and Spring Seasons by GA

For actual deadlines for a given season follow the link “View season details” from the main seasonal page on Johnny.